

Brookings County
Capital Asset Form
TRANSFERS, SURPLUS & DISPOSALS

Complete this form for all capital asset Transfers, Disposals, or items
declared surplus – sold, donated, salvaged, destroyed, trade-in, lost/stolen

Capital Assets include land, buildings, building improvements, machinery, equipment, computer software/hardware,
and infrastructure with a **useful life greater than one year** and **original cost greater than \$500.**

☐ Transfer

☐ Surplus

☒ Disposal

Asset # & Description:

Rental Gun had a broken frame. Smith & Wesson was going to dispose of this gun and
send BCOAC confirmation of this process.

Serial/VIN Number:

CYW4022

Model or Product:

M&P BG380

To Dispose an Asset:

Types: Sold, Donated, Trade-In, Salvage, Destroyed, Lost/Stolen

Disposal

For Surplus: ☐ YES ☒ NO

Disposal Date:

8/26/2020

To Transfer between Departments:

Transfer From:

Transfer To:

Department:

Department:

Location:

Location:

Date:

Finance Office Use Only

Surplus Sale Date:

Date Fixed Asset System Updated:

Asset Number:

Notes/Comments:



2100 Roosevelt Avenue
PO Box 2208
Springfield, MA 01102-2208

August 26, 2020

Dustin Huber
2810 22nd Ave
Brookings SD 57006

Attn: Dustin Huber,

Per your instructions we have scrapped serial number CYW4022; that you sent in for inspection. The purpose of this letter is to inform you that the revolver that you sent in has been destroyed here at our premises.

Best regards,

Paul Gazda
Customer Service Team Lead

